



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. **960422-01**

FOR AGENCY USE Application Date _____ Application Number <u>001</u>		1. Agency Address Office of State Administrative Hearings 235 Peachtree St., N.E., Ste. 700 Atlanta, Georgia 30303		FOR RECORDS MANAGEMENT USE Application Number 97-0068 Date Received SEP 8 1997 Date Completed 11/17/97	
2. Person to Contact Mark A. Dickerson		Working Title Chief State Admn. Law Judge		Telephone Number (404) 656-3508	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest _____ Latest _____ 4/1/95 To Date		5. Records Series Title (followed by title used in office, if different) Administrative Hearing Final Decision Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Office of State Administrative Hearings (OSAH) is responsible for conducting administrative hearings on matters referred to OSAH for hearing by more than twenty other State agencies.</p>					
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: final decisions entered in administrative hearings conducted by OSAH. Included are: final decisions. File is arranged: chronologically within case type.					
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>X</u> ; Seven to twelve months old <u>X</u> ; Thirteen to twenty-four months old _____; twenty-five months and older <u>X</u> ? X - On occasion by OSAH personnel and the public.					
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves <u>8</u> ; Other (specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X*		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X**		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|---------------------------|-----------------------------------|--------------|
| a. State Law | <u>permanently</u> years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

O.C.G.A. § 50-13-17(b).

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 5 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 5 year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

* Final Decisions in Child Protective Services Information System matters are confidential. O.C.G.A. § 49-5-183.1(d). Such Decisions are kept in a separate subject matter file within this series which is so marked.

These instructions apply to all prior and future accumulations of the series.

** See attached.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Mark A. Duh</i>	8/28/97	<i>Ruby C. Anderson</i>	8/28/97
960422-01		State Records Committee (Signature)	
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		Date	
97-0068		SEE ATTACHED	
State Auditor/Designee		STATE RECORDS COMMITTEE APPROVAL	
Secretary of State/Designee		SIGNATURE SHEET	
Attorney General/Designee			

**** Copies of some final decisions may be maintained by the Attorney General and the referring State agencies and, in the event of judicial review, by the Superior and Juvenile Courts.**

Administrative Hearing Final Decision Files
1995 - Ongoing

CO = CY

Hold in current files area (CFA) five (5) years

Transfer to State Records Center (SRC)

Hold five (5) years

Transfer to State Archives for continuing retention

[See Schedule # 89-63, effective August 14, 1989 and Schedule # 85-76, effective March 10, 1986]

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.



Edward Weldon
Secretary of State Designee

18 Nov. 1997

Date